

# VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Janitor		CLASSIFICATION CODE: 02162200	
	SALARY RANGE: \$30,798 - \$32,857		REFERENCE POSITION NO.: 00071	
	Department or Agency Name Education		APPLICATION PERIOD: 6/10/12 thru 6/14/12	
	Division/Section/Unit Davies Career & Technical High School			
	Assignment(s) / Comments			
General Information to Candidate	Shift and Days: 1st shift 7:00am - 3:30pm		Job Location: 50 Jenckes Hill Rd. Lincoln, RI 02865	
	Restrictions/Limitations:			
	Position Covered By Collective Bargaining Union Agreement		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Council 94, local 2872			
	There is* is not <input checked="" type="checkbox"/> a Civil Service List for this position		See A/B or Both for Specific Instructions	
<p>NOTE: If there is a list, only laterals (employees with the same title) or individuals currently on the list may be appointed to the position.</p>				
Statement of Duties	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p><b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b></p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b></p> <p><b>Reasonable Accommodations:</b></p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p><b>Medical Information:</b></p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>			
	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>To be responsible for the cleaning, custodial work, and simple maintenance in a moderate-sized facility, and do related work. SUPERVISION: General assignments of duties are made by the supervisor. Specific assignments are made occasionally; work is reviewed upon completion; and while in process. May exercise direct supervision over a small group of subordinates/peers, making specific assignments and reviewing work during process and completion; most often works on the same assignments with subordinates/peers.</p>			
	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Sufficient to follow simple verbal and written instructions. <b>Experience:</b> Working knowledge of the equipment and methods used in custodial work; the ability to understand and carry out simple verbal directions; and other related capacities and abilities. <b>Reports to the facilities manager.</b></p>			
	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p>			
	<p>Davies School Brenda Salem Human Resources 50 Jenckes Hill Road Lincoln, RI 02865</p> <p>Telephone #: 728-1500 ext 307 Fax #: 728-8910 TTY/TDD #: 728-1500 (Telecommunication Device for the Deaf)</p>			



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER